

Many have more than 120 hours on the books

Use vacation hours over 120 or risk losing it

Fall is just around the corner and it's hard to believe, but there are only a few months left in the year.

If you have quite a few vacation hours still on the books, you might want to start planning when you are going to use those hours before it gets too late in the year. Don't wait until the last minute to try to use your vacations hours.

You can carry over 120 hours of vacation into the next year, but anything over that amount will go back to the city. You will effectively lose that time off.

Any hours left above 120 will be lost on January 1, 2019, if they aren't used by December 31, 2018.

You still have a few months to get those vacation hours down to 120.

In emergency situations, it might be possible to carry over hours into the next calendar year. This must be approved by the department director and the human resources director. Requests for such carry over can be made to Racquel Vaske by October 31. The carry over must be used by March 31, 2019, if granted.

Take a look at your remaining vacation days in TASS to see if you will have more than 120 hours left to use at the end of this year.

You can look at your future vacation hours in TASS by clicking on the magnifying glass image under the heading "available leave balances" on the time card main screen. After clicking on the magnifying glass, a screen will pop up that says balance. Choose vacation on the drop down menu and click on the show future box in the right hand corner.

Plant holds production picnic



The weather fully cooperated for a production division staff picnic held on August 23. The event had been held at the B-Dale Club during afternoon and evening hours in the past, but was moved to the lunch hour at the plant last year to encourage participation by more staff.

Scroll to December 22 and check to see how many hours you have remaining for the year. If you have more than 120 hours showing, you have several months to make plans now to use those hours in excess of the 120 you are allowed to carry over.

Though your vacation hours can be used up to and including December 31, 2018, that number for December 22 in TASS will give you a very good idea of how many hours you have remaining.

If you aren't TASS savvy, see Racquel Vaske for a report on how many hours you currently have remaining.

Make plans now to use those hours before the end of the year rather than risk losing them.

Systems tours set for fall Sign up today to take part

Ever wondered what other divisions in the water utility do? How we get our water to our customers? Or where the water comes from in the first place?

Well, here's your chance to gain a better understanding about the water utility.

The distribution system tour will take you out into the field and show you the work of service crews, temp crews, UDF flushing and hydrant inspections, and restoration crews. It will also cover water quality actions taken in the field.

The tour will be held on Thursday, September 13, from 9 a.m. to 1 p.m. Brad Eilts will lead the tour.

There are two tours this fall that will cover various aspects of our supply system.

The first tour starts at the Mississippi River and the pumps at Fridley station. It will follow the water to Charley, Pleasant, Sucker, and Vadnais lakes. You will get to see ongoing zebra mussel maintenance and learn about our relationships with our watersheds.

This tour will be led by Jim Bode. It will run from 9 a.m. to 1 p.m. on Wednesday, Sept. 26.

In October, you can tour the McCarrons treatment plant, the West Side pumping station, the Highland Park tower and the Highland Park pump station. Jim Bode will guide this tour. It runs from 9 a.m. to 1 p.m. on Wednesday, Oct. 3.

Tours will meet in the cafeteria 10 minutes prior to start of the tour. You need to wear closed-toe shoes on the tour while any safety gear will be provided for you. You will need to get permission from your supervisor before attending. The tours are limited to 10 employees. Dress appropriately for the weather, as all of these tours will take you outside.

Contact Dennis Rosemark at 266-6822 or dennis.rosemark@ci.stpaul.mn.us to sign up.



Distribution staff work on replacing water main last year during the distribution system tour.

Deduct meter to save thousands in sewer costs

When the water utility irrigates its property to keep our facility looking well-maintained, we use a lot of water. And, up until recently, we were paying sewer costs to Maplewood for that water use.

Recently, Jon Henrickson, maintenance worker, and Corey Horvath, water plant worker, working together with meter operations, set about piping in a setting for a deduct meter to separate irrigation use from other water use. The deduct meter is set in the administration building.

It may be a substantial amount we will be able to deduct from our sewer bill as sewer charges in the city of Maplewood are \$3 per unit.

For instance, in the winter months when we don't irrigate, our average use is 25 units per month. During these months, we pay sewer charges of \$75 per month. In the summer months, we may irrigate during the 4 months of mid-May through mid-September and in 2017 had monthly billed use of 270 units all the way up to 490 units.

For these examples, sewer cost savings would be \$750 (assuming deduct of 250 units) and \$1,400 (assuming deduct of a 470 units) per month.

We anticipate SPRWS will save at least \$3,000 a year in sewer costs based on 2017 irrigation use.



Jon Henrickson and Corey Horvath did the plumbing and worked with meter operations to put a new deduct meter into a rather tight location in the administration building recently to track how much water we are using on irrigation.

We will be able to subtract that amount off of our sewer bill that we pay to Maplewood, saving thousands of dollars each year.